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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 27 November 1956

FROM : Acting Chief, Administrative Training

SUBJECT: Weekly Report, 20 - 27 November

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1. Mr. [ ] is taking the Administrative Phase of Operations Support #23.

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2. Mrs [ ] talked with Mr. [ ] regarding the confusion of terms defined in the Clandestine Communications paper. This was at the suggestion of Mr. [ ] with whom this matter was previously discussed (see Weekly Report dated 6 November 1956). Mr. [ ] agreed that the terms as currently presented are perhaps misleading and he would look into the matter.

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3. The idea of brief rotation of personnel to DD/P areas of appropriate responsibility was brought up by one of our staff. It was discussed with the members here and enthusiastically received. The idea was that each member would take a turn in DD/P for one month or more, depending on the breaks in our courses. It was felt that a minimum of three weeks would be necessary for a staff member to supplement his knowledge of a particular subject and contribute to the respective DD/P office. Since it is our understanding that OTR policy encourages such methods of learning on the part of its personnel, we checked our schedule commitments and determined that our next break will be late September 1957. This, needless to say, will preclude any implementation of possible short-term rotation at the present time unless there would be a revision in the Administrative Training Branch schedule.

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25 YEAR RE-REVIEW

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